



STATE OF CALIFORNIA

INVESTIGATION SPECIALIST I

FRANCHISE TAX BOARD
OPEN EXAMINATION — STATEWIDE

FRANCHISE TAX BOARD
PO Box 550
Sacramento CA 95812-0550
ATTN: Exam Section, (916) 845-3608
Website: www.ftb.ca.gov
TDD is **Telecommunications Device for the Deaf**.
California Relay Service
From TDD phone (800) 735-2929
From Voice phone (800) 735-2922

Applicants should be aware that prior to employment with the Franchise Tax Board a background investigation will be conducted. The investigation will consist of completion of a questionnaire, fingerprinting, and inquiry to Department of Justice to disclose criminal records. Employment offers will be made prior to completion of the questionnaire. A commitment to hire will **not** be considered final until the background information has been reviewed and approved by the department.

HOW TO APPLY

Applications may be filed:

In Person:

Franchise Tax Board
9645 Butterfield Way
Exam Section, Rm 1024B
Sacramento CA 95827

By Mail:

ATTN: Exam Section
Franchise Tax Board
PO Box 550
Sacramento CA 95812-0550

SUBMIT APPLICATIONS TO THE ADDRESS INDICATED ABOVE.

FINAL FILING DATE: March 21, 2001

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SELF-APPRAISAL PROCESS

Self-Appraisals will be mailed to your home address. If you have not received your self-appraisal by April 18, 2001, please contact the Exam Section at 845-3608

QUALIFICATIONS APPRAISAL PANEL:

It is anticipated that interviews will be held during April/May 2001.

SALARY RANGES: **Range A: \$4044 – \$4876**
 Range B: \$4441 – \$5357

Range A. This range shall apply to incumbents who do not meet the criteria for Range B.

Range B. This range shall apply to incumbents who have 12 months of satisfactory experience in:

1. Range A; or
2. Investigative criminal or civil tax fraud experience comparable to that of a Special Agent of the Intelligence Division of the Internal Revenue Service or the Federal Bureau of Investigation.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Franchise Tax Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “**Either**” I, “**or**” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: Title; semester or quarter credits; name of institution; and completion date.

Either I

One year of experience at the Franchise Tax Board, in the California state service, performing the duties of a Tax Auditor, Range B, Franchise Tax Board; or Compliance Representative, Range C, Franchise Tax Board; **and**

Education: Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary, intermediate and/or advanced accounting; auditing; cost accounting and/or tax law; and three semester hours of business law. (Persons who will complete course work requirements outlined above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Experience: Two years of experience performing audit, collection or investigation duties at a level of responsibility comparable to that of Tax

Auditor, Range B, Franchise Tax Board or Compliance Representative, Range C, Franchise Tax Board, in a State or governmental agency; **and**

Education: Equivalent to graduation from college with a major in accounting; or equivalent to graduation from college and completion of either:

- A. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting, including courses in elementary, intermediate, and/or advanced accounting; auditing; cost accounting and/or tax law; and three semester hours of business law; or
- B. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary, intermediate, and/or advanced accounting; auditing; cost accounting and/or tax law; and three semester hours of business law.

Special Personal Characteristics — No illegal involvement in controlled substances as an adult. Willingness to travel and work irregular hours and overtime in various locations throughout the State; be exposed to potentially dangerous situations; tact; reliability; physical agility; keen observation and good memory for faces, places and incidents. Willingness to associate with criminally inclined persons and environments in performance of duties; willingness to work undercover and participate in covert moving or stationary surveillance’s; willingness to utilize assigned weaponry; willingness to pursue potentially violent repeat offenders and effect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.

Persons are required to satisfactorily complete a training course pursuant to the provisions of Penal Code 832 and the POST Certified Basic Investigators Academy prior to the completion of their probationary period. Failure to do so will be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

NOTE: Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

CITIZENSHIP REQUIREMENT

“Pursuant to Government Code Section 103(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.”

DRUG TESTING REQUIREMENT

Applicants for positions in this class series are required to pass a drug screening test.

FELONY DISQUALIFICATION

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in these classes. This felony disqualification applies only to those positions designated as peace officers within these classifications.

MINIMUM AGE

Minimum age at time of appointment: 21 years.

FIREARM CONVICTION DISQUALIFICATION: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

BACKGROUND INVESTIGATION: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo only a partial background investigation.

MEDICAL REQUIREMENT: Pursuant to Government code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

THE POSITION

An Investigation Specialist I, Franchise Tax Board, is the training and journey level. Investigation specialists perform the full range of peace officer duties and responsibilities in accomplishing their assignments. Incumbents, at first, investigate under supervision the less complex and sensitive criminal cases. After knowledge and skill have been developed,

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

INVESTIGATION SPECIALIST I JI79-8593 **FINAL FILING DATE: MARCH 21, 2001**
EXAM CODE: 1FT42

incumbents are assigned difficult and sensitive cases, and work with minimal supervision.

An Investigation Specialist I plans and conducts investigations to detect or verify suspected criminal violations of the California Personal Income Tax, Bank and Corporation Tax, and Homeowners and Renters Assistance Program Laws.

Positions are located throughout California.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal — Weighted 100.00%

MANDATORY APPRAISAL INTERVIEW

It is anticipated that a self-appraisal form will be used in the examination. Competitors will be required to complete this form which is designed to gather more detailed information on the competitor's experience and background.

COMPETITORS WHO DO NOT RETURN THE SELF-APPRAISAL REPORT WILL BE ELIMINATED FROM THIS EXAMINATION.

The first portion of the interview may consist of a structured exercise that tests the skills needed to perform the work done by Investigation Specialist I's.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities as shown under "Scope." Candidates should be prepared to answer questions relating to these areas.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Scope:

Successful candidates should demonstrate:

A. Knowledge of:

1. Purposes, organization and administration of Franchise Tax Board.

2. Policies and procedures relating to tax auditing or tax collections, and accounting and auditing principles and procedures.
3. Investigation techniques and procedures.
4. Rules of evidence and court procedure.
5. Laws of arrest, search and seizure, legal rights of citizens and service of legal process.
6. Provisions of the California Penal Code, the Evidence Code and the Code of Civil Procedures.

B. Ability to:

1. Analyze situations accurately, apply specialized knowledge, and adopt an effective course of action.
2. Gather, analyze, evaluate, and present facts and evidence and make recommendations.
3. Maintain cooperative relations with Federal, State and local law enforcement agencies and others contacted during the course of work.
4. Use, maintain, and qualify with approved firearms.
5. Prepare reports.
6. Communicate effectively.
7. Learn and apply criminal and civil investigative techniques and procedures:

A. Provisions of the California PIT Law, B&C Law, Homeowners and Renters Assistance Law, Political Reform Act, Federal Income Tax Laws, and the California Penal Code, rules, legal opinions and court decisions relating to those laws.

B. Methods used in attempting to violate the laws administered by or affecting the FTB and ability to detect such violations.

C. Laws of arrest, rules of evidence and court procedures.
8. Court decisions relating to the constitutional rights of persons accused or suspected of having committed a crime.
9. Purposes, organization and activities of Federal, State and local law enforcement agencies.

Veterans' preference credit is not granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Franchise Tax Board, Exam Section, (916) 845-3608, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview or performance test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Franchise Tax Board, local offices of the Employment Development Department and the State Personnel Board office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Franchise Tax Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

FRANCHISE TAX BOARD

PO BOX 550

SACRAMENTO CA 95812-0550